



Wallingford Town Council

8A Castle Street  
Wallingford  
Oxfordshire  
OX10 8DL

Tel: 01491 835373  
Email: [meetings@wallingfordtowncouncil.gov.uk](mailto:meetings@wallingfordtowncouncil.gov.uk)  
Web: [www.wallingford.co.uk](http://www.wallingford.co.uk)

**To the Members of the Personnel Committee**

Councillor Dan Beauchamp (Chairman)  
Councillor Sue Hendrie  
Councillor Katharine Keats-Rohan (Vice-Chairman)  
Councillor Michael Kidley  
Councillor Rosslyn Lester  
Councillor Deborah Whelan

The Mayor, Councillor Marcus Harris (ex-officio)

23 November 2022

Dear Councillors

You are hereby summoned to attend a meeting of the **Personnel Committee** on **Monday 28 October 2022** at **7.00 pm** in the **Wallingford Town Council Office – 8A Castle Street** - for the transaction of business as set out on the attached agenda.

Apologies for the meeting should be sent to [meetings@wallingfordtowncouncil.gov.uk](mailto:meetings@wallingfordtowncouncil.gov.uk)

Yours sincerely

Michelle Taylor  
Town Clerk & Responsible Finance Officer

**MEETING OF THE PERSONNEL COMMITTEE**  
**MONDAY 28 NOVEMBER 2022, 7.00 PM**  
**WALLINGFORD COUNCIL OFFICE**  
**8A CASTLE STREET, WALLINGFORD, OX10 8DL**

**AGENDA**

**1     MEETING PROTOCOL**

The Chairman to advise those present of the protocol to be followed for this meeting

**2     APOLOGIES**

To receive apologies for absence

**3     DECLARATION OF INTERESTS**

A councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in our Council's Standing Orders Code of Conduct (Item 13) in a matter being considered at a meeting is subject to statutory limitations or restrictions under code of conduct and his right to participate and vote on the matter. Guidelines are available at the meeting and all councillors have received a copy prior to the meeting.

**4     MINUTES**

To approve the minutes of the meeting of the Personnel Committee held on 10 October 2022 and authorise the Chairman to sign them

- DOCUMENT ATTACHED
- RESOLUTION REQUIRED

**5     ACTIONS FROM PREVIOUS MEETING**

To review the progress of actions agreed at the last meeting and 'open' actions from previous meetings

There were no documented actions from the previous meeting – see minutes (DOCUMENT ATTACHED)

**6     PUBLIC PARTICIPATION**

To hear from members of the public on any matter on the agenda

We welcome members of the public at our meetings. A total of 15 minutes has been set aside for this. The maximum length for an individual contribution is 10 minutes and is at the discretion of the Chairman.

Members of the public who wish to speak at this meeting should email the Meetings Officer at [meetings@wallingfordtowncouncil.gov.uk](mailto:meetings@wallingfordtowncouncil.gov.uk)

**7      TERMS OF REFERENCE**

To review the Committee's terms of reference as required by the Full Council

- DOCUMENT ATTACHED

**8      NEW APPOINTMENTS**

The Town Clerk to update the Committee

**9      TRAINING**

The Town Clerk to update the Committee, including CILCA

**10     CHRISTMAS OPENING & CLOSING TIMES**

To determine the opening and closing times for the Christmas holiday period for both (a) the Council Office, (b) the Town Information Centre and (c) the Parks Yard

**11     FUTURE AGENDA ITEMS**

To identify items for future meetings.

The following items have already been identified:

- Training (rolling)
- Staffing update (rolling)
- Performance appraisals
- Job evaluations

**12     EXCLUSION OF PRESS AND PUBLIC**

To resolve that the press and public be excluded from the meeting due to the confidential nature of the business to be transacted

**13     TEAM UPDATE [confidential]**

The Chairman and Town Clerk to update the Committee, including on job descriptions and staffing structure.

**14     BUDGET FOR STAFF [confidential]**

To discuss a Christmas bonus for staff

**The next meeting of the Personnel Committee will be held on Monday, 27 February 2023**

**Distribution: Town Council website and Town Hall noticeboard**

**Non-confidential supporting documents may be made available upon request.**

**We welcome members of the public at our meetings. Any member of the public wishing to speak at the meeting should contact the Meetings Officer in advance by emailing [meetings@wallingfordtowncouncil.gov.uk](mailto:meetings@wallingfordtowncouncil.gov.uk)**